

eFiling documents on an existing appeals case

An electronic notice party or attorney can eFile subsequent documents on an appeals case with a filing date after January 1st, 2009.

1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password and select the **Log in** button.

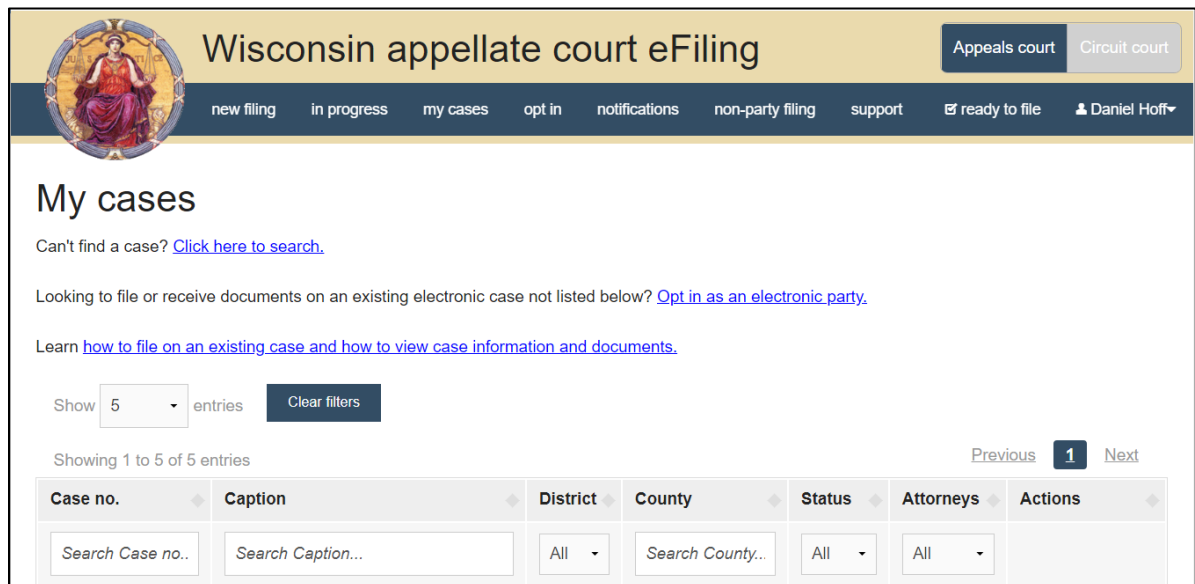


2. Select the **My cases** link from either the main navigation or the bottom-left menu.



3. Enter the case number or caption in the search filter fields on the **My cases** page to quickly locate the case you wish to file on. The **Case no.** filter allows you to enter a complete case number or just a partial case number (ie: 17ap). Cases can also be filtered by any column with a filter box below

the header. Using the arrows at the top of each column, your **My cases** list can also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number or district.



Wisconsin appellate court eFiling

Appeals court Circuit court

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My cases

Can't find a case? [Click here to search.](#)

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Learn [how to file on an existing case and how to view case information and documents.](#)

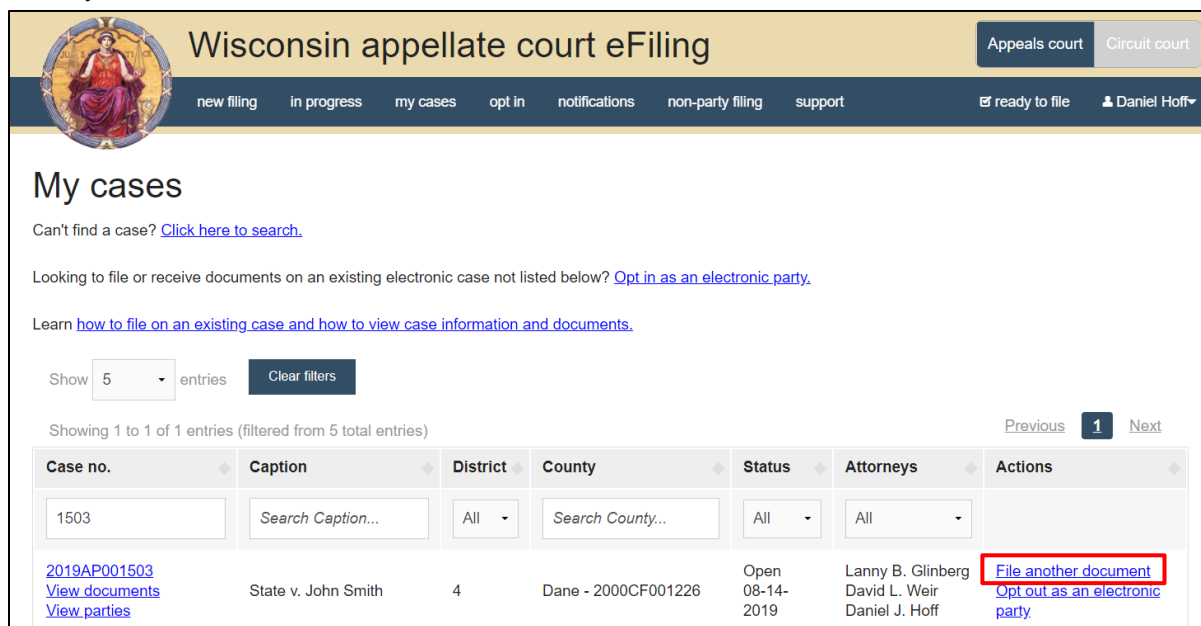
Show 5 entries Clear filters

Showing 1 to 5 of 5 entries Previous 1 Next

Case no.	Caption	District	County	Status	Attorneys	Actions
Search Case no..	Search Caption...	All	Search County...	All	All	

Note: To view closed cases, select the *Click here to search* link near the top of the page.

- Once you have located the case, select the **File another document** link.



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Show 5 entries Clear filters

Showing 1 to 1 of 1 entries (filtered from 5 total entries) Previous 1 Next

Case no.	Caption	District	County	Status	Attorneys	Actions
1503	Search Caption...	All	Search County...	All	All	

2019AP001503
View documents
View parties

State v. John Smith

4


Dane - 2000CF001226

Open
08-14-2019

Lanny B. Glinberg
David L. Weir
Daniel J. Hoff

[File another document](#)
[Opt out as an electronic party](#)

- Select the **Upload documents** button to browse for and upload documents. Review the bulleted list to ensure your documents are properly formatted.



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Additional documents

2019AP001503 - State v. John Smith

Upload your additional documents below.

- Document types of brief, no-merit report, petition for review, and response must be uploaded as text searchable PDFs.
- All documents must have a blank top margin of at least 1/2" on each page to leave room for a system-added header.
- All documents must leave a blank 2"x2" square in the top-right corner of the first page to accommodate the court file stamp.
- Documents must be less than 20 MB in size and standard letter or legal size.

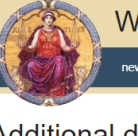
To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

Upload documents

File name	Status	Document type ⓘ	Document title ⓘ	Corrected ⓘ	Remove
Brief of Respondent.pdf	Upload complete	Brief of Respondent	Brief of Respondent - J. Smith		Remove

Note: If you need to file a document with your signature on it, that signature must be added before the document is uploaded to the eFiling system. To apply your signature, you can either sign a paper copy of the document by hand and then scan it as a PDF or you can use document editing software to type the words “Electronically signed by” followed by your name where you would have traditionally signed. This text serves as your official signature on court documents.

6. From the **Document type** drop down, select the correct document type, and enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.



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2019AP001503 - State v. John Smith

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Upload documents

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Brief of Respondent.pdf	Upload complete	Brief of Respondent	Brief of Respondent - J. Smith		Remove

Transmittal notes to clerk
 (These notes will be deleted upon the processing of the filing, are not seen by the court, and are not a part of the court record.)

Please type any notes to the clerk here.

Continue

Cancel

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered here displays on the *View documents* list on your *My cases* page and is visible to the courts. Select the *Corrected* checkbox if the uploaded document is a new version of a previously filed document. Only certain document types allow for a corrected version to be uploaded. Select the *File name* link to view an uploaded document. Select the *Remove* link to delete an uploaded document. The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything entered in this box displays to the clerk while they process your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case.

7. On the **Ready to file** page, select the checkbox next to filing(s) you wish to submit or select the checkbox next to **All filings** to submit all filings for Supreme Court and Court of Appeals filings. Select the **File** button.



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Appeals court Circuit court

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Ready to file

☒ All filings

☒ Documents for [2019AP001503](#)
State v. John Smith
Documents:
• [Brief of Respondent - Brief of Respondent - J. Smith](#)
[Edit](#) [Delete](#)

Note: Entering a PIN (personal identification number) is not needed to eFile documents.

8. The **Filings submitted** page lets you know that your filing has been submitted successfully.



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Filings submitted

Your filing(s) have been submitted successfully to the court

9. After you submit your filing, it is transmitted to the Supreme Court and Court of Appeals office and processed by the clerk. You will receive an email confirmation and the file-

stamped document(s) will be visible on the **My cases** page of the eFiling website where you can print them if needed for paper notice parties on the case.

Note: Electronically filed documents that have not yet been processed display in *Submitted* status on the **My cases** page. They are not visible to other parties until they have been processed.